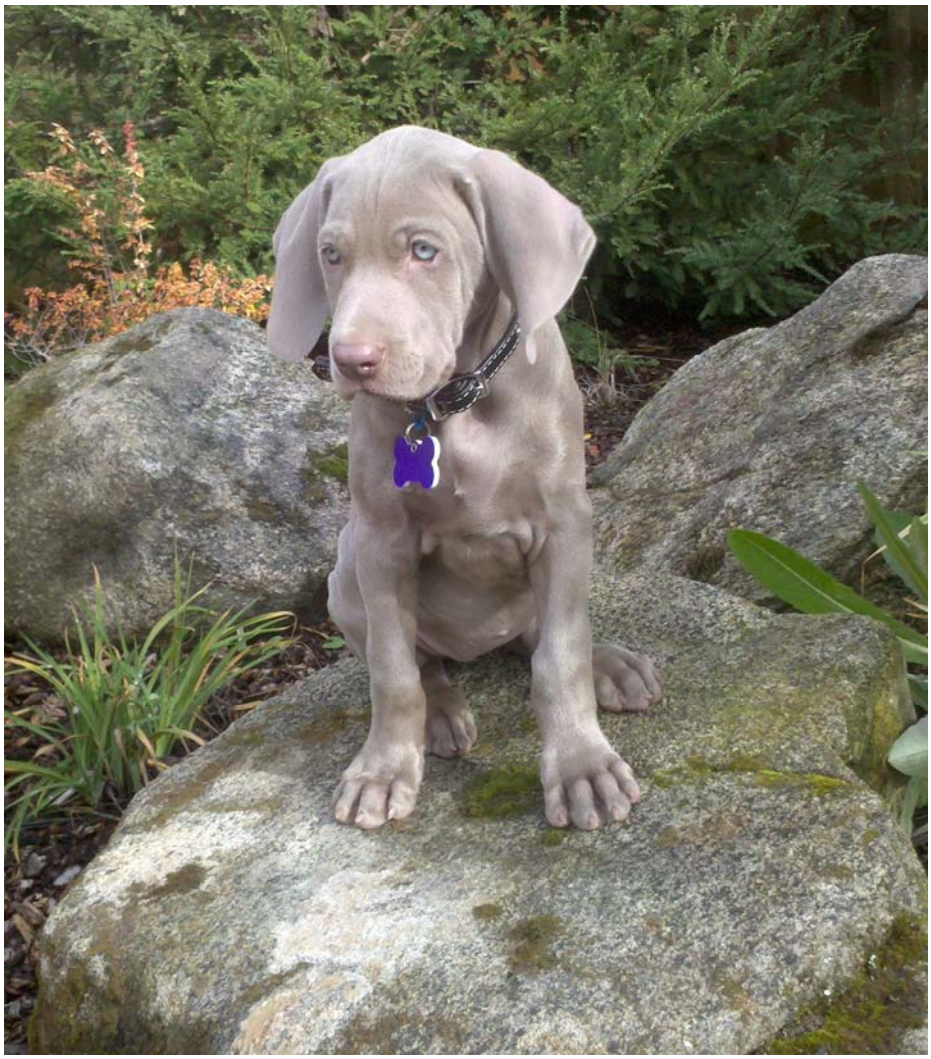
County of Fresno

K-9 Tracking System



User Manual

August 5, 2010

Version 1.0

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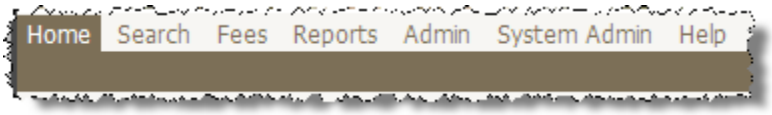
Overview:

The County of Fresno's K-9 Tracking system is used to register dogs, owners, licenses, and litters.

Once a month, a process will run on the 25th of the month and generate the next month's expiring dog licenses.

Menus:

The menu for the system is across the top of the page and is available at all times. Click on an item to select the option. Fees, Admin, and System Admin have sub-menus.



Information Bar:

Once you select an owner or dog, the information will be displayed on the top information bar.

Home

This option will log you out and return you to the Welcome page.

Search

This option will allow you to Search for a dog or owner.

Fees

You can add a fee or post a payment from this menu.

Reports

You can run the systems various reports from this option.

Admin

This option will allow you to change your password, change dog license dates, and clear an owner's credit balance.

System Admin

This option is only used by System Administrator's access is restricted.

Help

This user manual will be displayed to help you in learning about the options.

URLs:

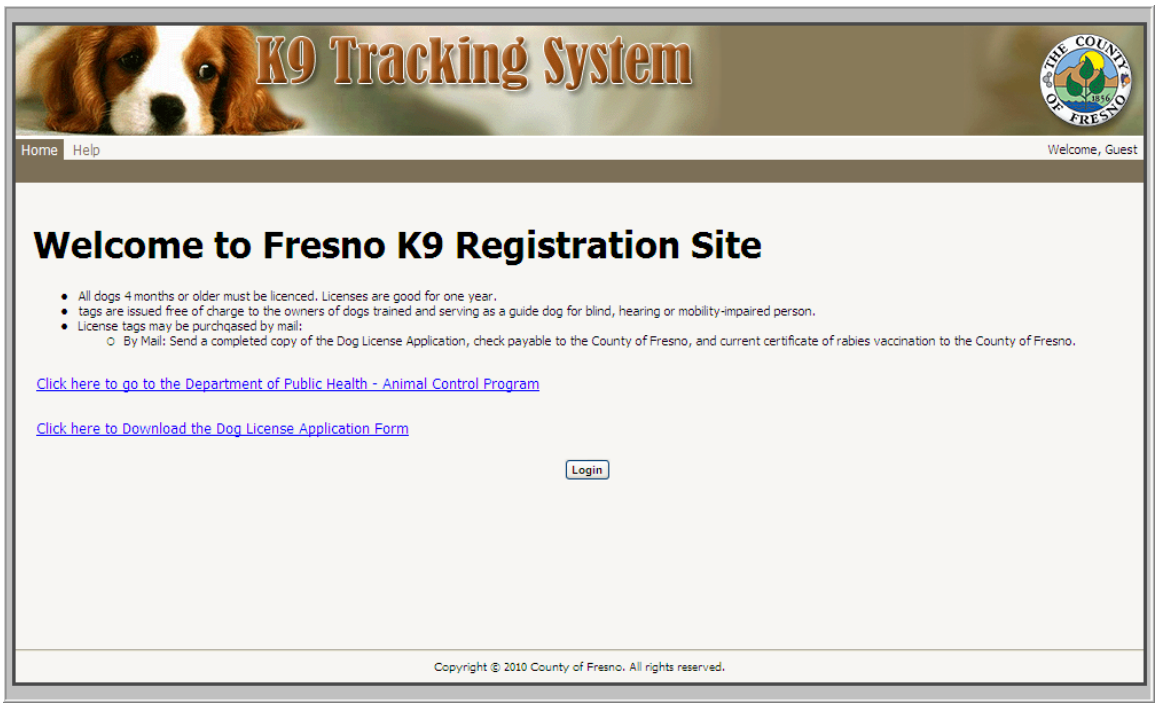
The below URLs will take to you to the test or production system.

- Test: http://K9TrackTest
- Production: https://www.fresnok9tracking.org/Login.aspx

Welcome Page:

When logging onto K-9 Track, users will be greeted with the Welcome page. This page provides information regarding the web site and allows users to download required forms.

Click on the **Login** button to log onto K-9 Track.


K9 Tracking System
Home
Help
Welcome, Guest
Welcome to Fresno K9 Registration Site
All dogs 4 months or older must be licenced. Licenses are good for one year.
tags are issued free of charge to the owners of dogs trained and serving as a guide dog for blind, hearing or mobility-impaired person.
License tags may be purchased by mail:
By Mail: Send a completed copy of the Dog License Application, check payable to the County of Fresno, and current certificate of rabies vaccination to the County of Fresno.
Click here to go to the Department of Public Health - Animal Control Program
Click here to Download the Dog License Application Form
Login
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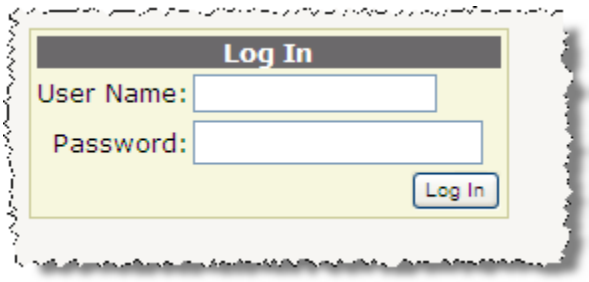
Login:

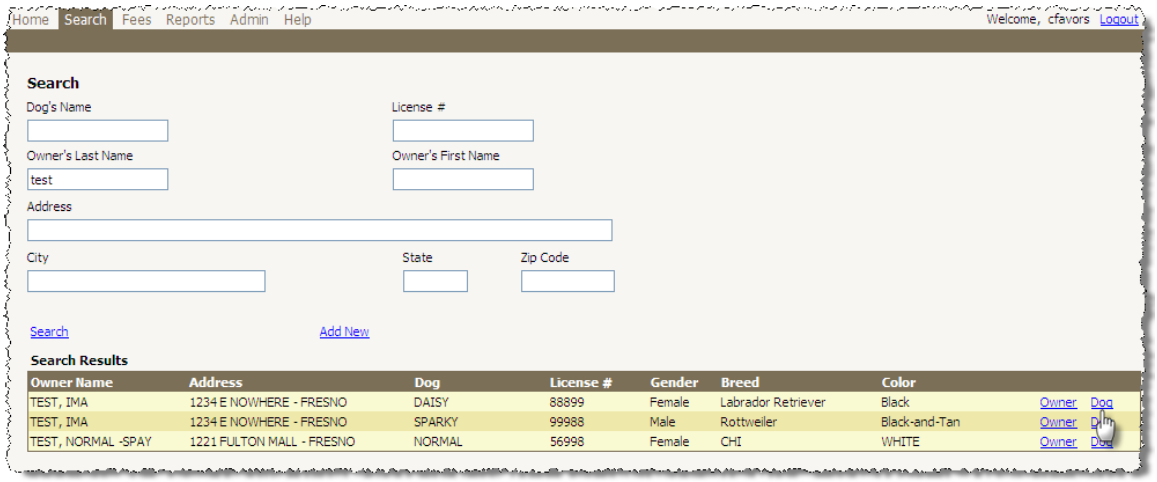
Enter your assigned Username and password, and then click **Log In** button to log onto the K-9 Track system. You will be greeted with the Search form.



Search for Existing Dog / Owner:

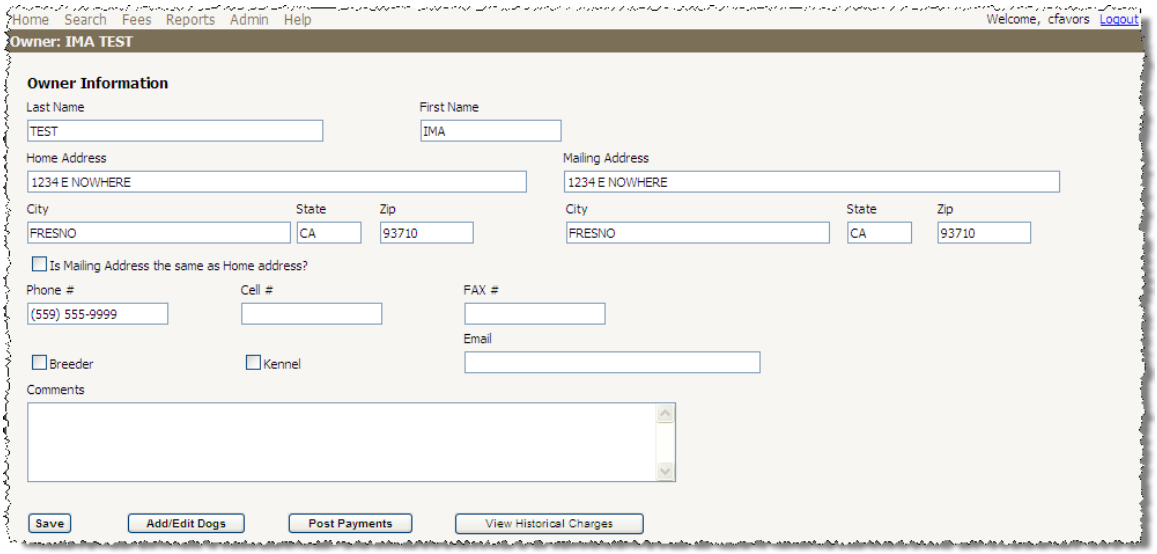
Enter information to search for an owner or dog, and then click on the **Search** link.

You will then be presented with a list of dogs and owners. Click on the **Owner** or **Dog** link to access either the owner or dog. You will be able to see all the dog's an owner has from either the owner or dog form.


Home Search Fees Reports Admin Help
Welcome, cfavors Logout
Search
Dog's Name
License #
Owner's Last Name
test
Owner's First Name
Address
City
State
Zip Code
Search
Add New
Search Results
Owner Name | Address | Dog | License # | Gender | Breed | Color
TEST, IMA | 1234 E NOWHERE - FRESNO | DAISY | 88899 | Female | Labrador Retriever | Black | Owner Dog
TEST, IMA | 1234 E NOWHERE - FRESNO | SPARKY | 99988 | Male | Rottweiler | Black-and-Tan | Owner Dog
TEST, NORMAL -SPAY | 1221 FULTON MALL - FRESNO | NORMAL | 56998 | Female | CHI | WHITE | Owner Dog

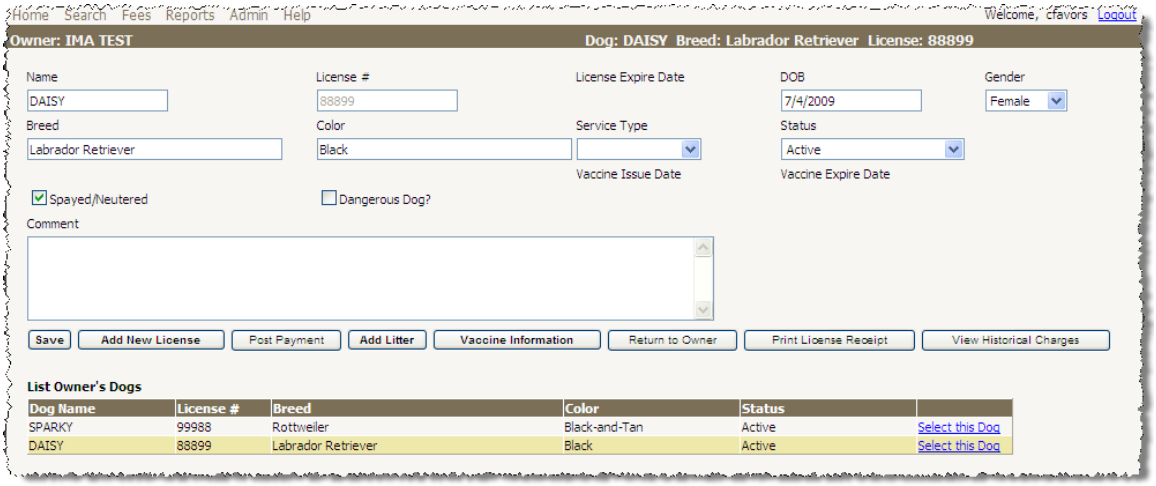
Existing Owner:

Use this form to update owner information, add or modify dogs, post payments, or view historical transaction data.



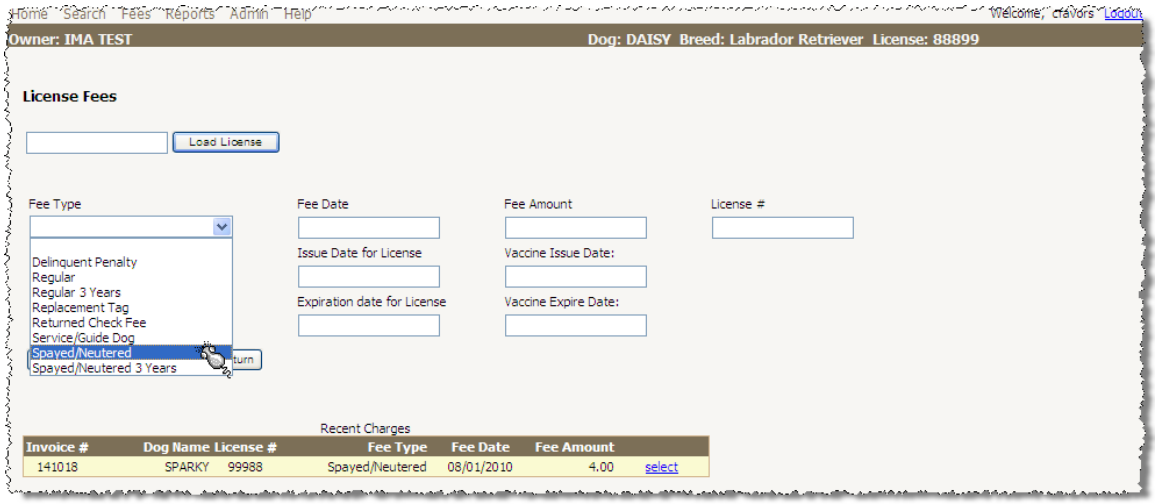
Dog:

Use this form to modify existing dogs or add new dogs to the owner. There are many options available from the dog form such as license information, post payments, litters (females only), vaccine, licenses receipt, or historical charges.

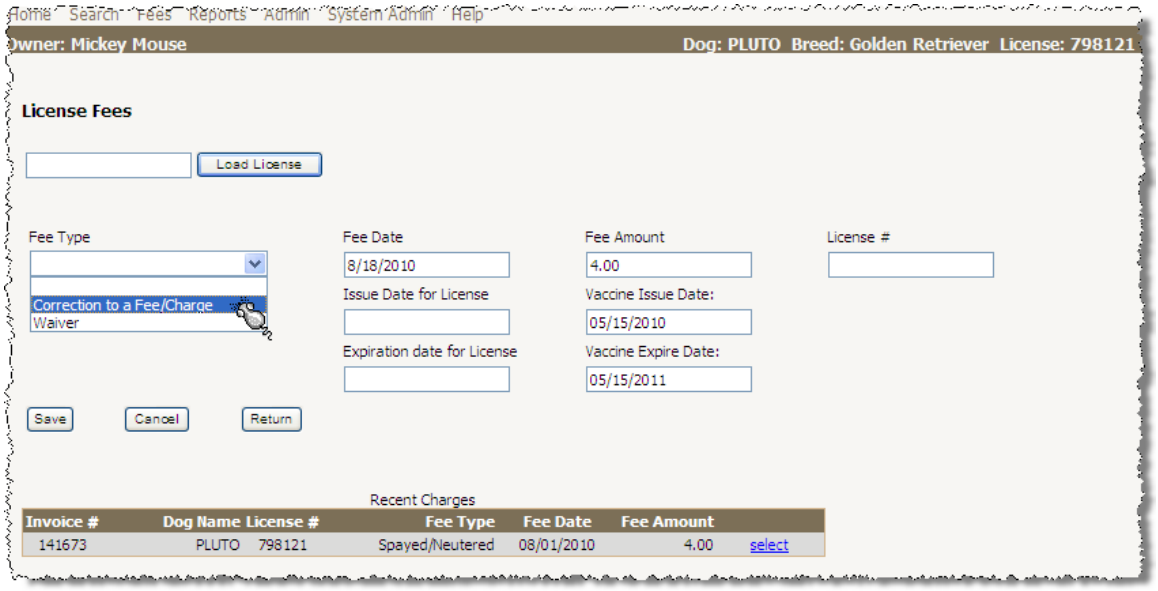


License Fees:

Use this form to manually add a fee or modify an existing un-paid fee.



If there is an existing fee, select the fee from the grid below by clicking on the **Select** link. Notice that the choices from the drop-down have changed so you may correct or wave the fee.



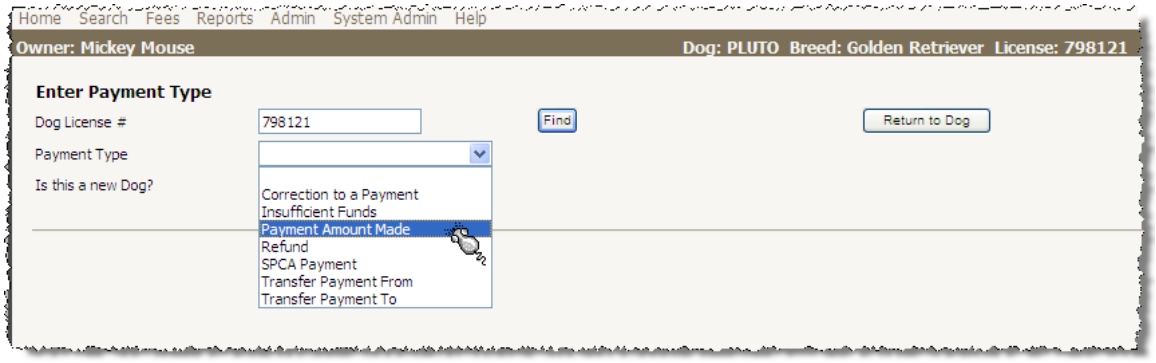
Post Payment:

This form is used to post payments to new fees, or modify existing payments.

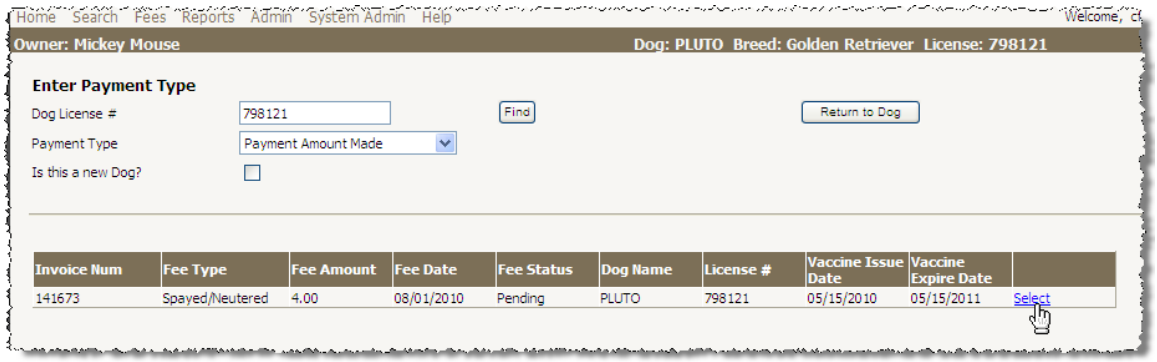
Pay New Fee

Choose 'Payment Amount Made' or 'SPCA Payment' from the **Payment Type** drop-down. You will be presented with all unpaid fees for that dog.

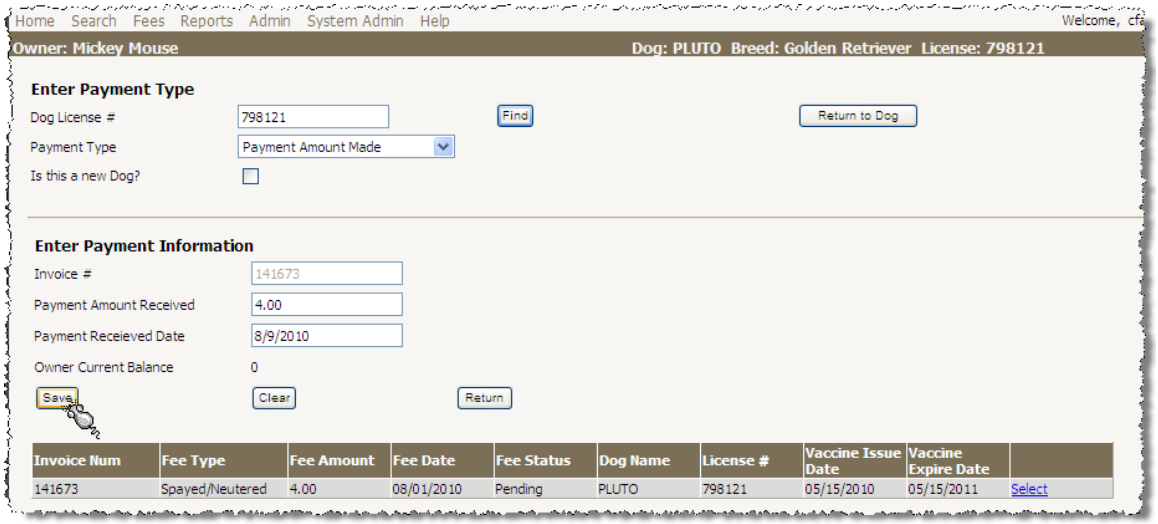
If this is a new dog, and you have already entered the license dates, check the '**Is this a new Dog?'** check box. This will prevent the system from updating the dates to next year.



Choose the fee to by clicking on the **Select** link.



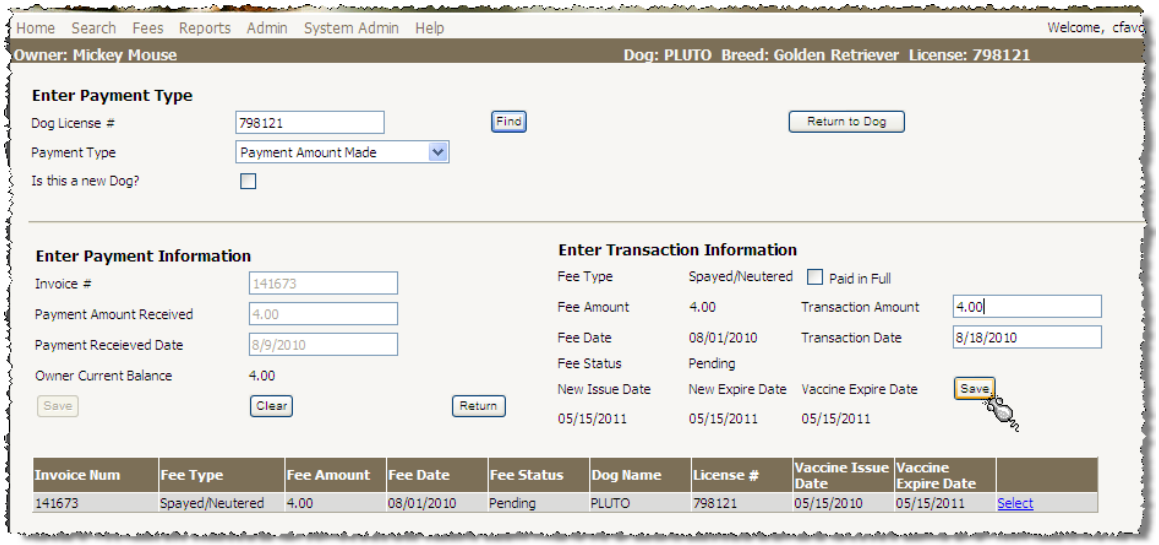
You will then be able to enter the payment information received from the owner. Click on **Save** after you have entered an amount and date.

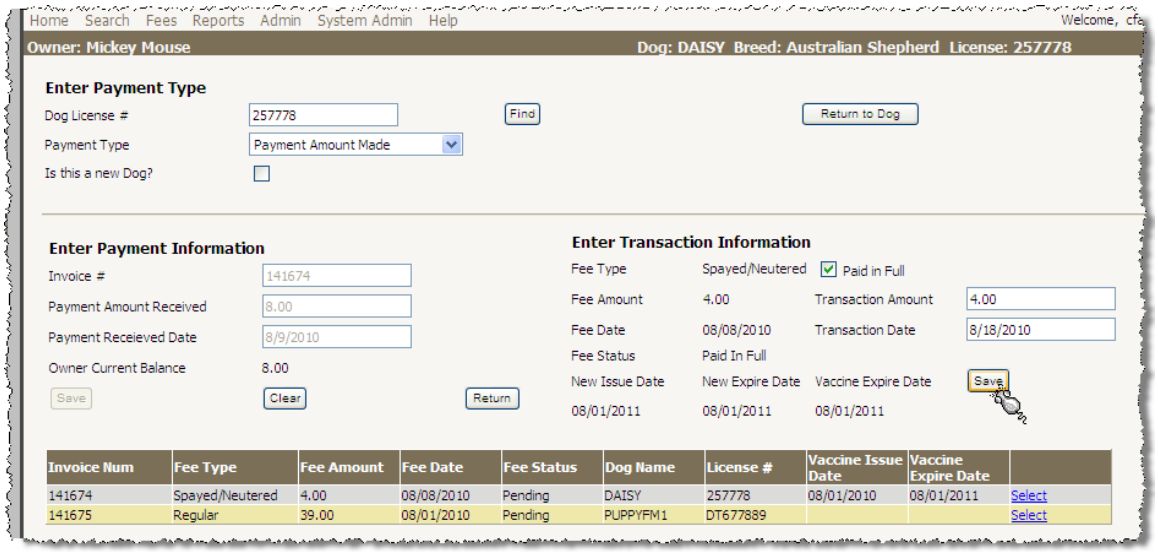


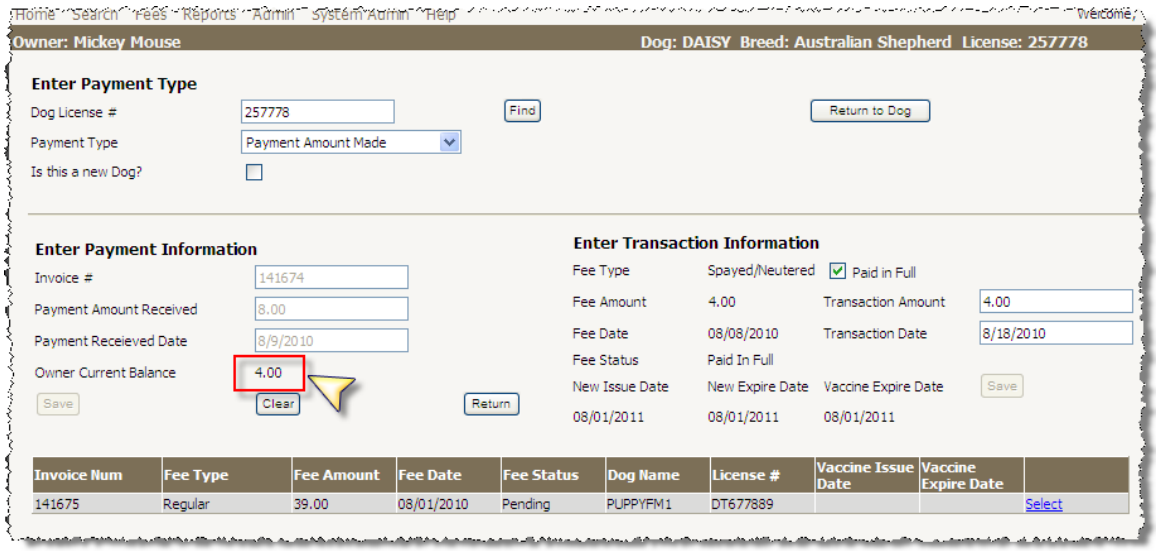
Once you have the payment received information, you will be able to enter the payment that is applied to one particular dog's fee. The new issue and expire

dates will be displayed below the Transaction Information. The new issue date is the old expire date, and the new expire date is either 1 year or 3 years from the new issue date. If the vaccination expire date is before the new expire date, the new expire date will be the same as the vaccine expire date.

Any positive amount that remains from the entered **Payment Amount Received** will be saved as a "credit" for that owner. For example, if $8.00 is received from the owner for a $4.00 fee, than a $4.00 credit is maintained by the system until used.


Home Search Fees Reports Admin System Admin Help
Welcome, cfavo
Owner: Mickey Mouse
Dog: PLUTO Breed: Golden Retriever License: 798121
Enter Payment Type
Dog License # 798121
Find
Return to Dog
Payment Type Payment Amount Made
Is this a new Dog?
Enter Payment Information
Invoice # 141673
Payment Amount Received 4.00
Payment Receieved Date 8/9/2010
Owner Current Balance 4.00
Save
Clear
Return
Enter Transaction Information
Fee Type Spayed/Neutered Paid in Full
Fee Amount 4.00
Transaction Amount 4.00
Fee Date 08/01/2010
Transaction Date 8/18/2010
Fee Status Pending
New Issue Date 05/15/2011
New Expire Date 05/15/2011
Vaccine Expire Date 05/15/2011
Save
Invoice Num | Fee Type | Fee Amount | Fee Date | Fee Status | Dog Name | License # | Vaccine Issue Date | Vaccine Expire Date
141673 | Spayed/Neutered | 4.00 | 08/01/2010 | Pending | PLUTO | 798121 | 05/15/2010 | 05/15/2011 | Select


Home Search Fees Reports Admin System Admin Help
Welcome, cfa
Owner: Mickey Mouse
Dog: DAISY Breed: Australian Shepherd License: 257778
Enter Payment Type
Dog License # 257778
Find
Return to Dog
Payment Type Payment Amount Made
Is this a new Dog?
Enter Payment Information
Invoice # 141674
Payment Amount Received 8.00
Payment Receieved Date 8/9/2010
Owner Current Balance 8.00
Save
Clear
Return
Enter Transaction Information
Fee Type Spayed/Neutered Paid in Full
Fee Amount 4.00
Transaction Amount 4.00
Fee Date 08/08/2010
Transaction Date 8/18/2010
Fee Status Paid In Full
New Issue Date 08/01/2011
New Expire Date 08/01/2011
Vaccine Expire Date 08/01/2011
Save
Invoice Num | Fee Type | Fee Amount | Fee Date | Fee Status | Dog Name | License # | Vaccine Issue Date | Vaccine Expire Date
141674 | Spayed/Neutered | 4.00 | 08/08/2010 | Pending | DAISY | 257778 | 08/01/2010 | 08/01/2011 | Select
141675 | Regular | 39.00 | 08/01/2010 | Pending | PUPPYFM1 | DT677889 | | | Select



Enter Transaction Amount when Previously Entered Payment Received:

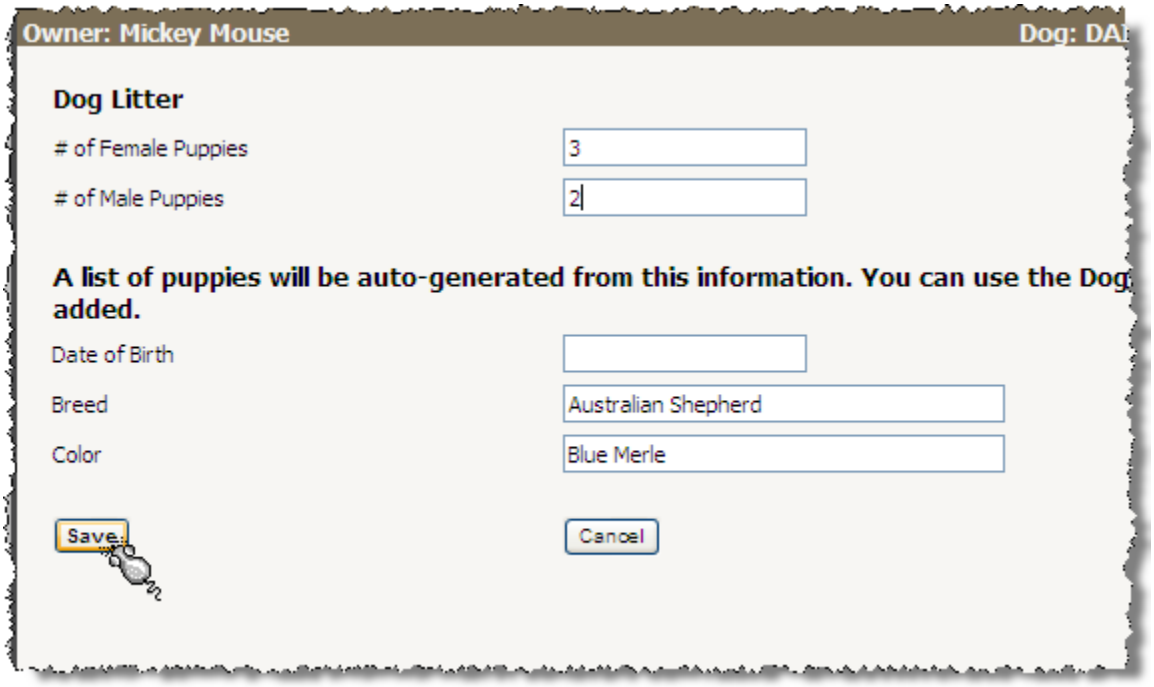
If you only enter the received payment, but don't enter the transaction payment at the same time, the amount you entered will still be there. Simply enter **0.00** in *the Payment Amount Received* field and click on the **Save** button. This will progress you to the next step where you can then actually post the payment.

Add Litter:

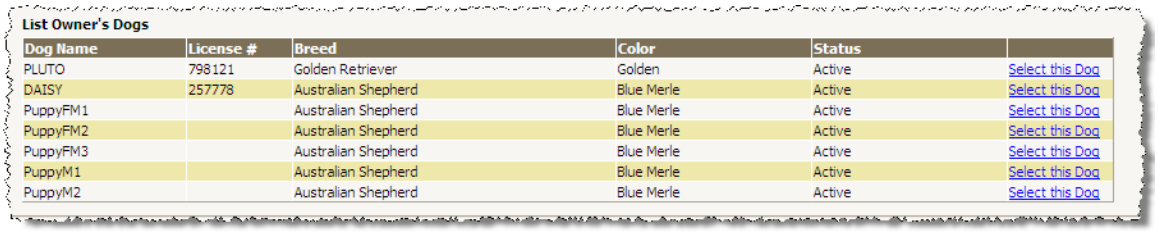
This form is used to quickly add a litter of puppies to a female dog older than 6 months of age. Enter the number of female and male puppies. The system will add them as puppy1 through puppy## to the owner. The puppy can then be modified for details. The system will default the breed & color to the mother's.

Owner: Mickey Mouse
Dog: DAISY Breed: Australian Shepherd License: 257778
Dog Litter
# of Female Puppies
# of Male Puppies
A list of puppies will be auto-generated from this information. You can use the Dog edit form to modify any data needed after they have been added.
Date of Birth
Breed Australian Shepherd
Color Blue Merle
Save
Cancel

Click on **Save** button to save the puppies to the owner.

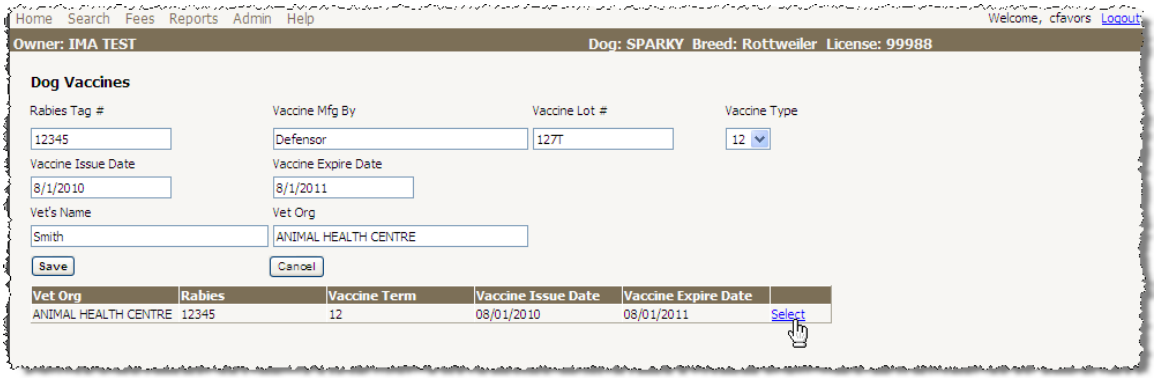


The puppies are now available to be modified as needed.


List Owner's Dogs
Dog Name | License # | Breed | Color | Status
PLUTO | 798121 | Golden Retriever | Golden | Active | Select this Dog
DAISY | 257778 | Australian Shepherd | Blue Merle | Active | Select this Dog
PuppyFM1 | | Australian Shepherd | Blue Merle | Active | Select this Dog
PuppyFM2 | | Australian Shepherd | Blue Merle | Active | Select this Dog
PuppyFM3 | | Australian Shepherd | Blue Merle | Active | Select this Dog
PuppyM1 | | Australian Shepherd | Blue Merle | Active | Select this Dog
PuppyM2 | | Australian Shepherd | Blue Merle | Active | Select this Dog

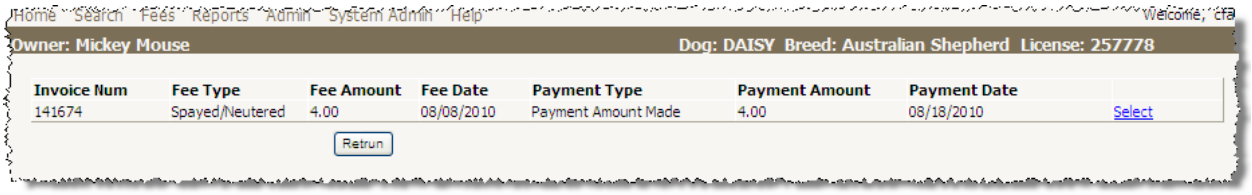
Vaccine:

This form is used to add or modify vaccine information for a dog. A few fields on this form have the Auto-Suggestion box activated. The Vaccine Mfg By and Vet Org. As you start to type, a suggested list will appear. You may select from the list or enter whatever you wish. It is suggested to enter the vaccine information before entering the dog license information.

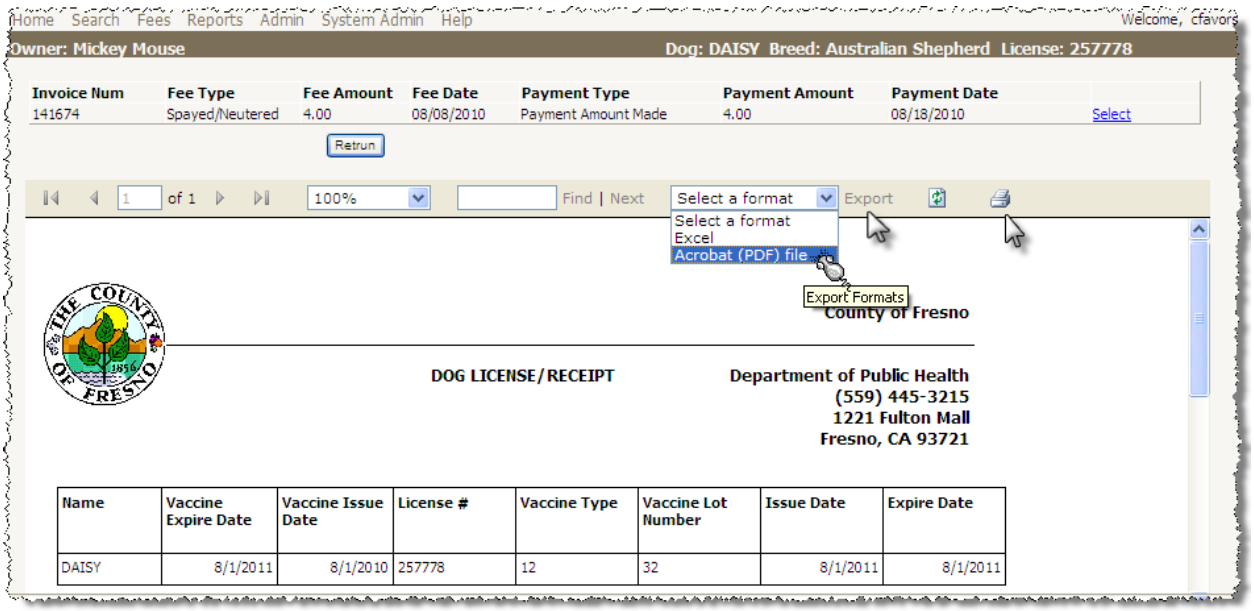


Return to Owner:
This option returns you to the dog's owner form.

Print License Receipt:
This option will allow you to print a receipt for a paid license fee. You will be presented with a list of paid fees. Click on the **Select** link to print that particular receipt.

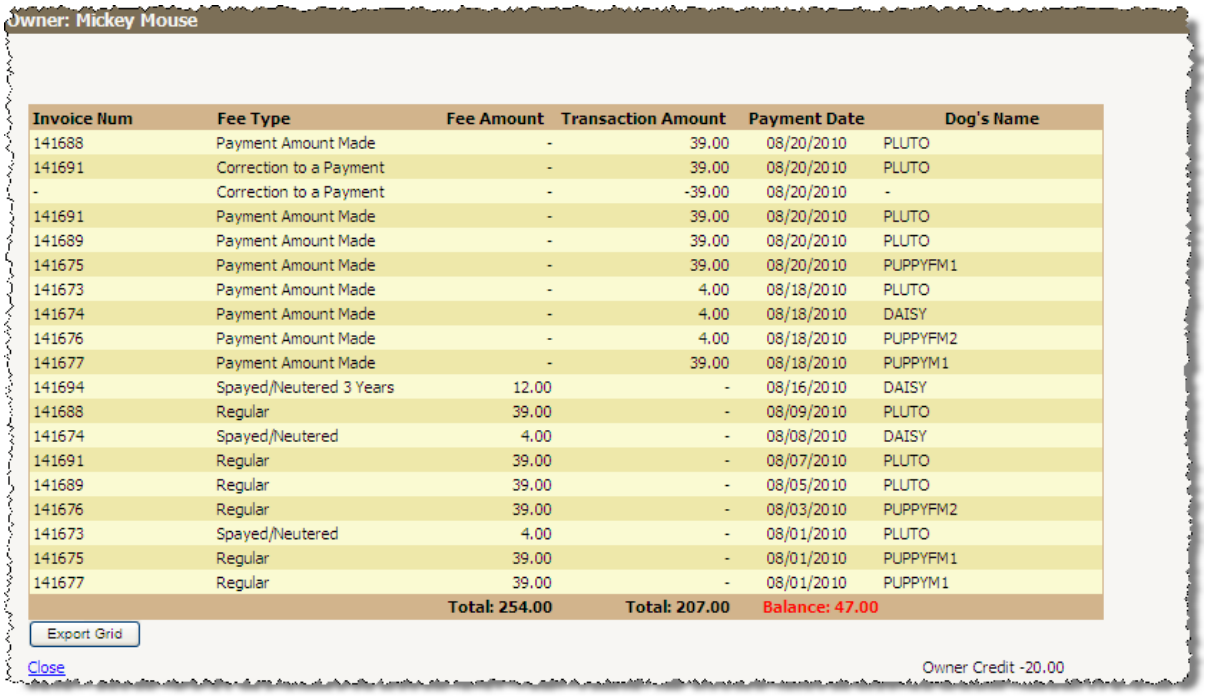


The report will display in the form, you can print directly by click on the printer icon, or choose an export format and click on Export.



View Historical Changes:

This option will allow you to view all historical activity for a dog or owner. You can export the data to Excel to perform other tasks. This view will show you the fees associated with this owner, any payments made, and any Owner Credit that the owner may have.



Owner: Mickey Mouse

Invoice Num	Fee Type	Fee Amount	Transaction Amount	Payment Date	Dog's Name
141688	Payment Amount Made	-	39.00	08/20/2010	PLUTO
141691	Correction to a Payment	-	39.00	08/20/2010	PLUTO
-	Correction to a Payment	-	-39.00	08/20/2010	-
141691	Payment Amount Made	-	39.00	08/20/2010	PLUTO
141689	Payment Amount Made	-	39.00	08/20/2010	PLUTO
141675	Payment Amount Made	-	39.00	08/20/2010	PUPPYFM1
141673	Payment Amount Made	-	4.00	08/18/2010	PLUTO
141674	Payment Amount Made	-	4.00	08/18/2010	DAISY
141676	Payment Amount Made	-	4.00	08/18/2010	PUPPYFM2
141677	Payment Amount Made	-	39.00	08/18/2010	PUPPYM1
141694	Spayed/Neutered 3 Years	12.00	-	08/16/2010	DAISY
141688	Regular	39.00	-	08/09/2010	PLUTO
141674	Spayed/Neutered	4.00	-	08/08/2010	DAISY
141691	Regular	39.00	-	08/07/2010	PLUTO
141689	Regular	39.00	-	08/05/2010	PLUTO
141676	Regular	39.00	-	08/03/2010	PUPPYFM2
141673	Spayed/Neutered	4.00	-	08/01/2010	PLUTO
141675	Regular	39.00	-	08/01/2010	PUPPYFM1
141677	Regular	39.00	-	08/01/2010	PUPPYM1
		Total: 254.00	**Total: 207.00**	**Balance: 47.00**	

Export Grid

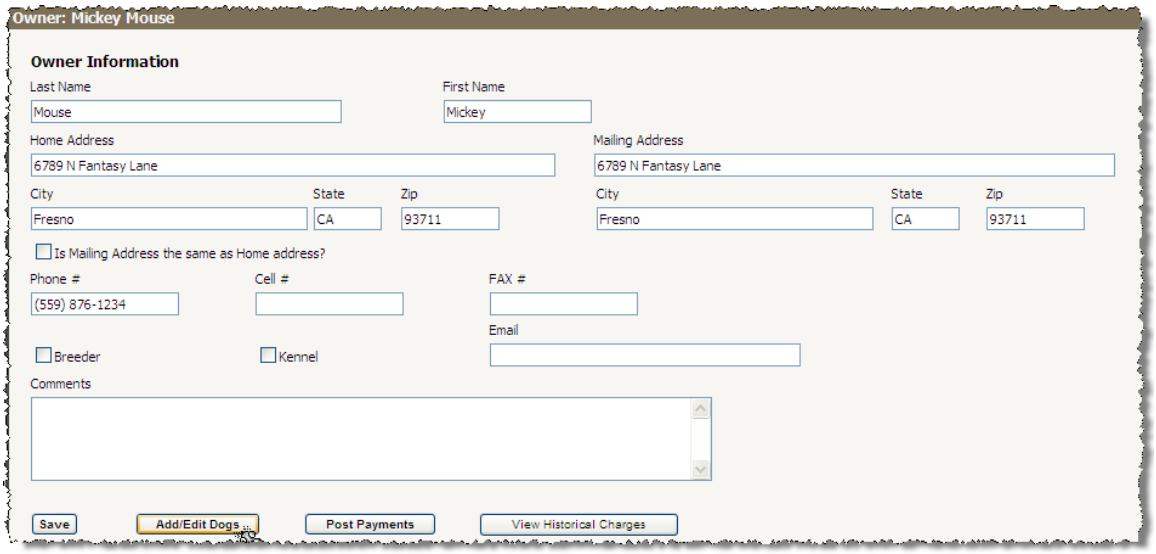
Close

Owner Credit -20.00

You can click on the **Export Grid** button to export the data to Excel.

Add New Dog / Owner:

If you need to enter a new dog and owner, click on the Add New link. You will be presented with the owner form. You must create the owner before you can add dogs to the owner. You can always add new dogs to an existing owner by clicking on the **Add/Edit Dogs** button.



Fees:

Add Dog License

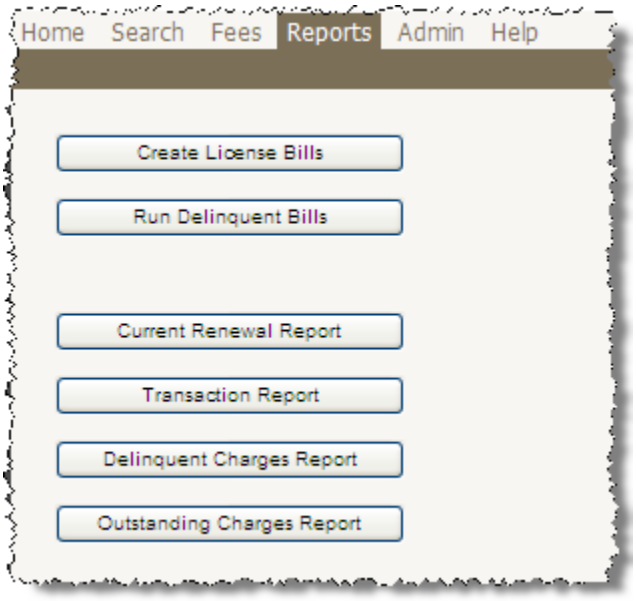
This option is the same as from the Dog form.

Post Payment

This option is the same as from the Dog or Owner form.

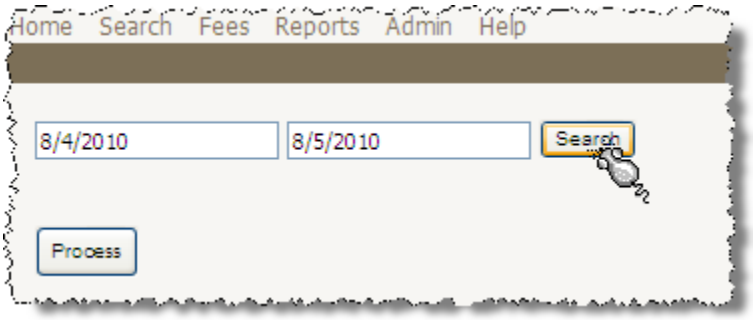
Reports:

There are a number of reports in the system, and more can be easily added. Contact your ISD Analyst and let them know what you need.

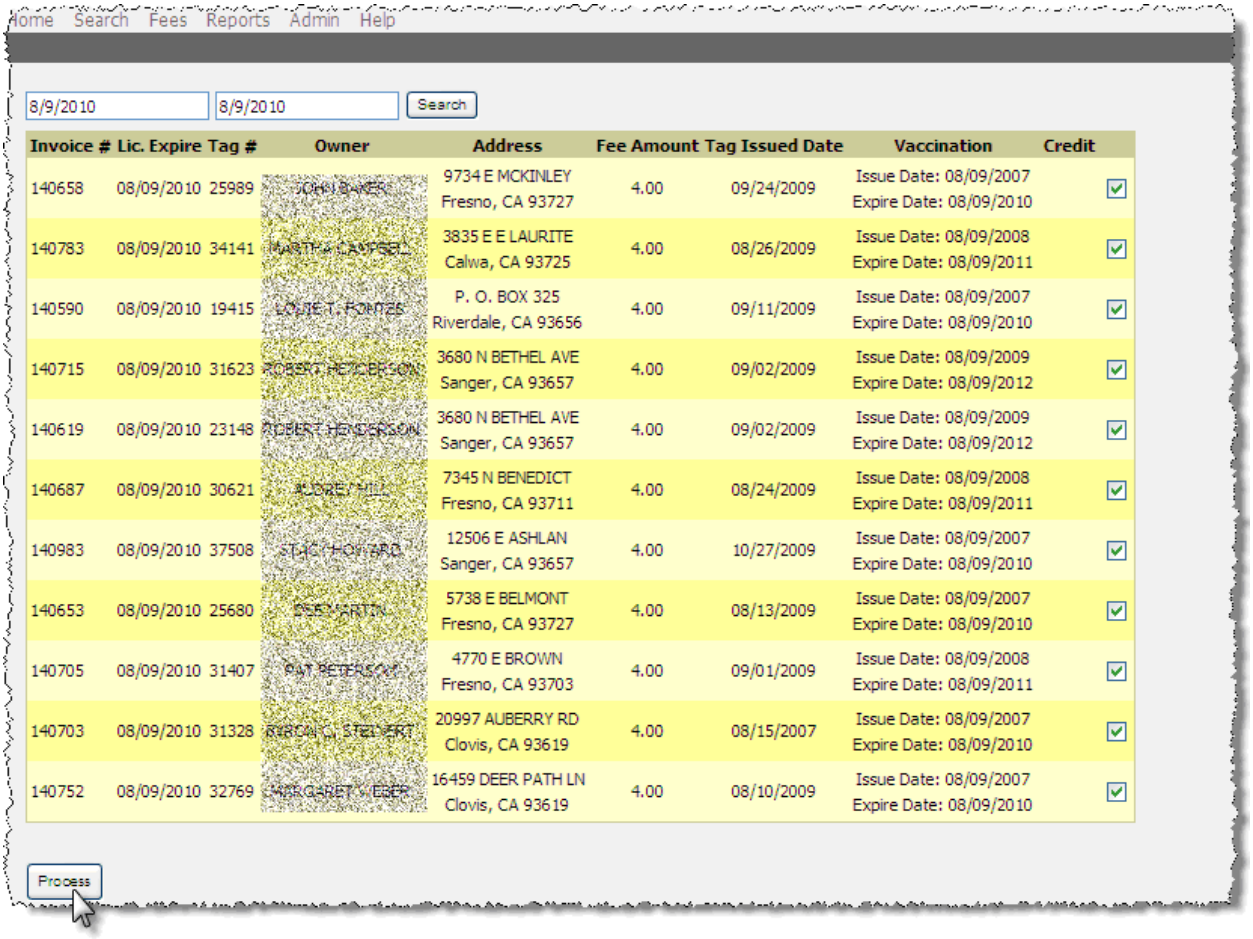


Create License Bills

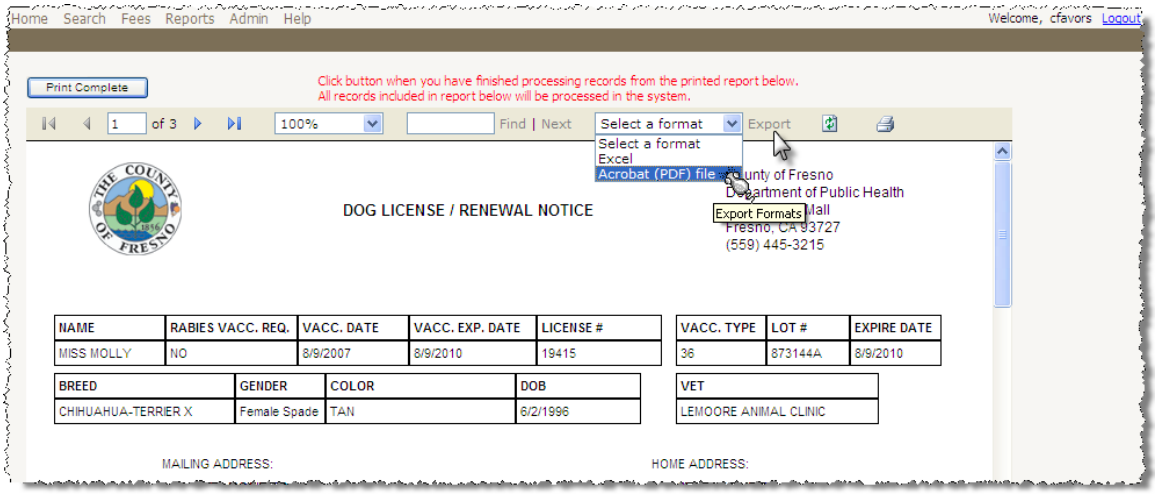
Once a month, a process will run on the 25th of the month and generate the next month's expiring dog licenses. This option will allow you to process the expiring dog licenses. Enter a date range and then click on the Search button.



You will be presented with a form where you can deselect items to **NOT** include in the license bill run. After verifying the records to process, click on the **Process** button.

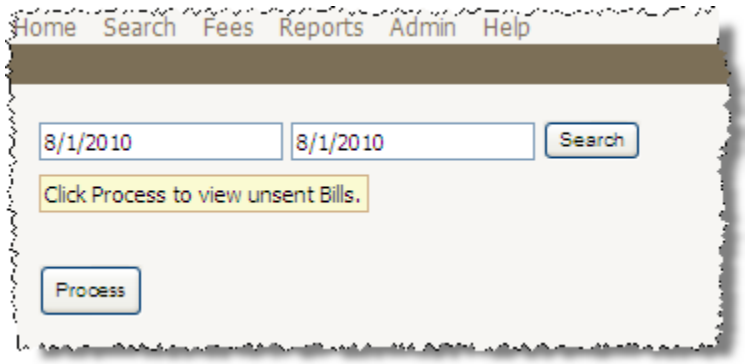


You will then be presented with the License Renewal forms to be mailed out. It is recommended that you save a copy of the report by selecting **Acrobat (PDF) File** from the **Select a format** drop-down and then click on **Export**. You can then print the renewal notices later, or to print them immediately, choose the printer icon from the toolbar.


Home Search Fees Reports Admin Help
Welcome, cfavors Logout
Print Complete
Click button when you have finished processing records from the printed report below.
All records included in report below will be processed in the system.
1 of 3
100%
Find | Next
Select a format
Export
Select a format
Excel
Acrobat (PDF) file
Export Formats
DOG LICENSE / RENEWAL NOTICE
unty of Fresno
Department of Public Health
Mail
Fresno, CA 93727
(559) 445-3215
NAME RABIES VACC. REQ. VACC. DATE VACC. EXP. DATE LICENSE # VACC. TYPE LOT # EXPIRE DATE
MISS MOLLY NO 8/9/2007 8/9/2010 19415 36 873144A 8/9/2010
BREED GENDER COLOR DOB VET
CHIHUAHUA-TERRIER X Female Spade TAN 6/2/1996 LEMOORE ANIMAL CLINIC
MAILING ADDRESS:
HOME ADDRESS:

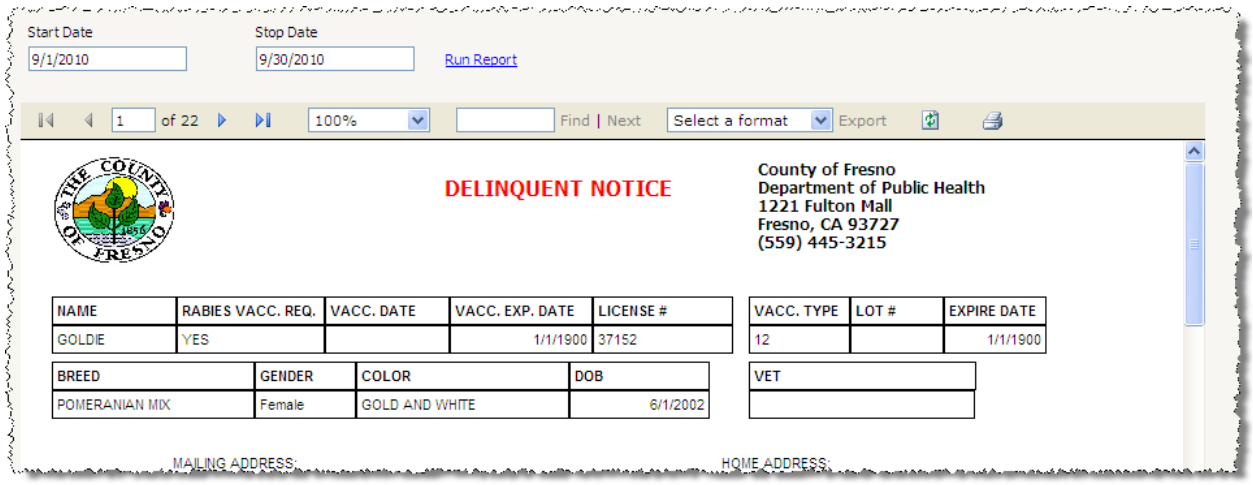
Once you are satisfied with the renewal notice, click on the **Print Complete** button.

If you need to access previously unsent renewal notices, choose the date range and click on Search. Bills that have not been moved to the "Print Complete" status will be available. Click on the **Process** to view the previously unsent bills.



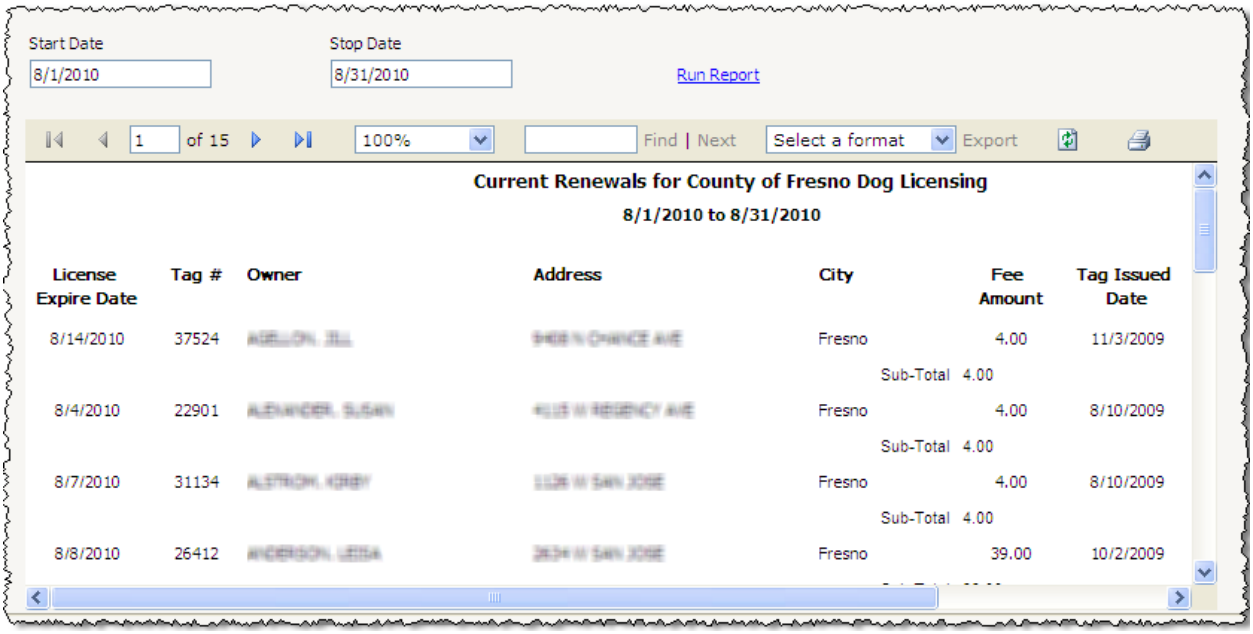
Run Delinquent Bills

This option will provide you with a notice to mail to owner's that are over 60 days late paying their bill. Enter a start & stop date and click on **Run Report**. Either export the report to PDF, Excel, or print from the K-9 Tracking System.



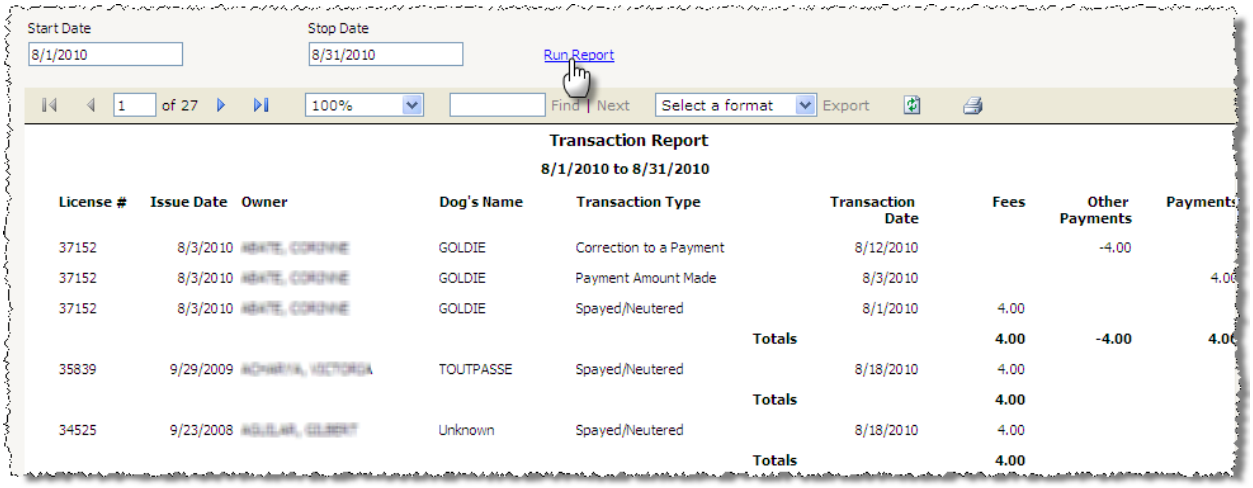
Current Renewal Report

This report will display the dogs that are due to be renewed in the date range you provided. Either export the report to PDF, Excel, or print from the K-9 Tracking System.



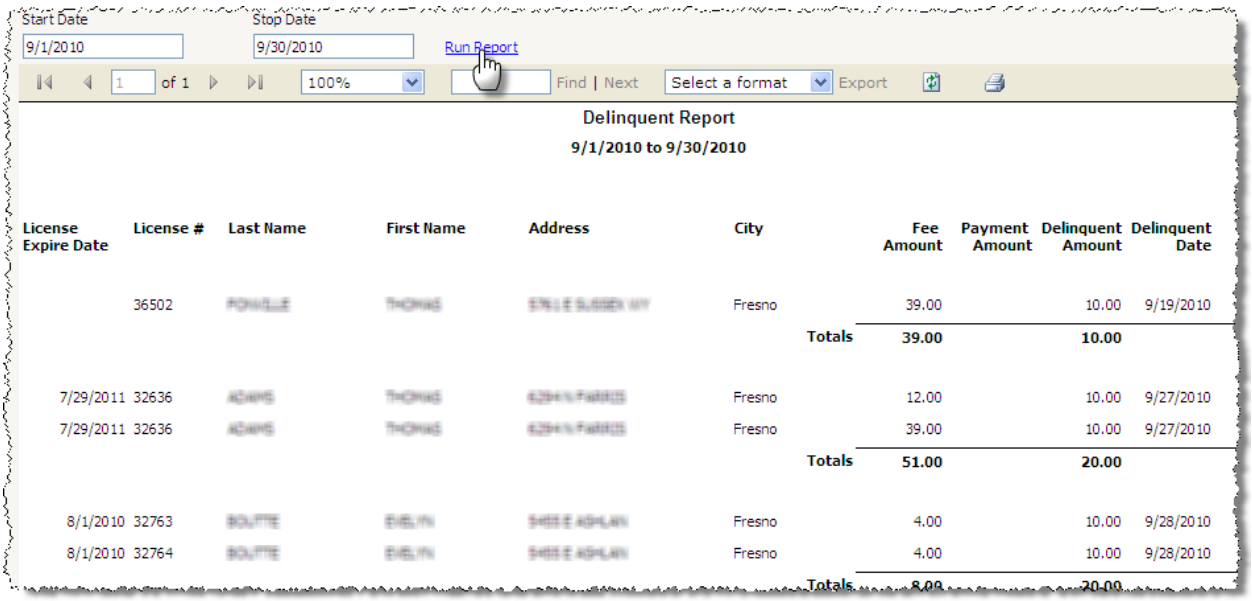
Transaction Report

This report will display the transactions conducted in the K-9 Tracking system within the provided date range. Either export the report to PDF, Excel, or print from the K-9 Tracking System. Fees will show in the Fee column, Payments will show in the Payment column, and all other will show in the Other Payments column. Each transaction will result in a separate line item on the report.



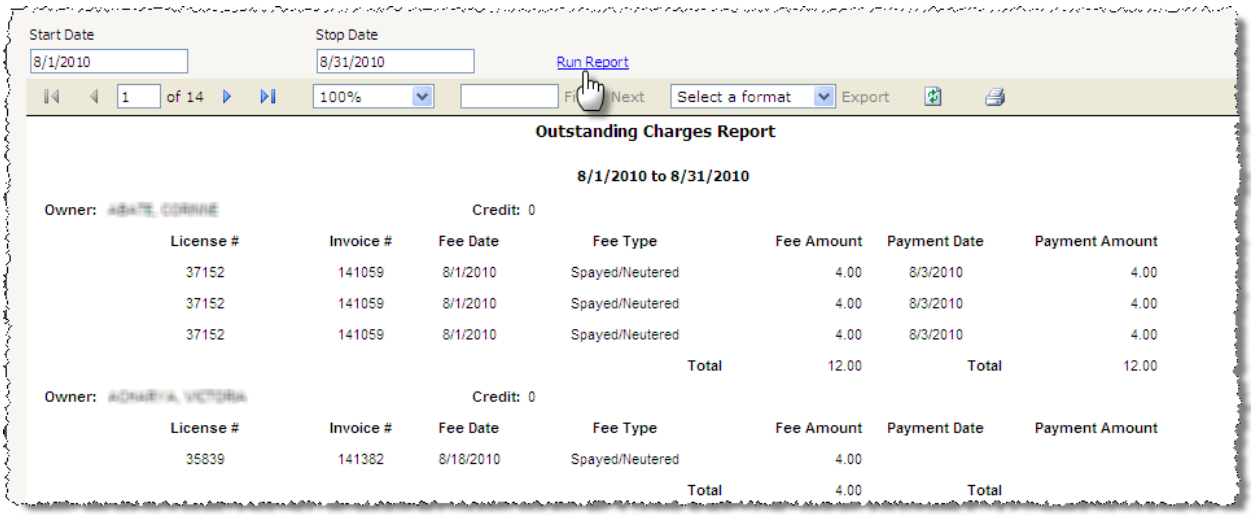
Delinquent

This report will provide you with a list of owners who are delinquent in their payments.



Outstanding Charges Report

This report will show you the outstanding, non-delinquent charges.



Admin

Change Password

You can change your own password here.

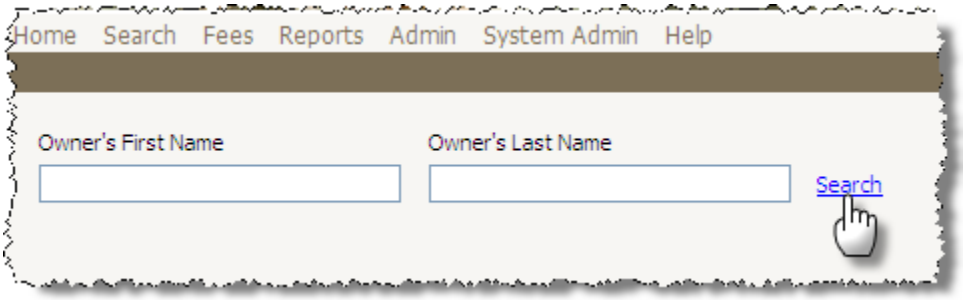
Change Dog License Dates

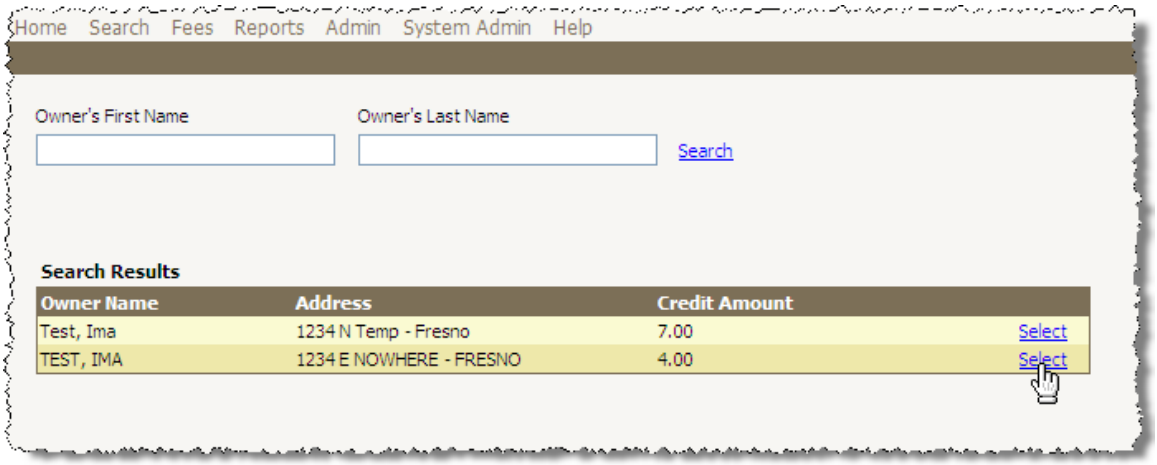
You can use this option to change the dog's license dates. Enter the dog license # and click on the **Find** button. The dog's current dates will display, and you may easily change them. To save your changes, click on the **Save** button. Click on **Clear** to clear the form and enter a new dog license number.

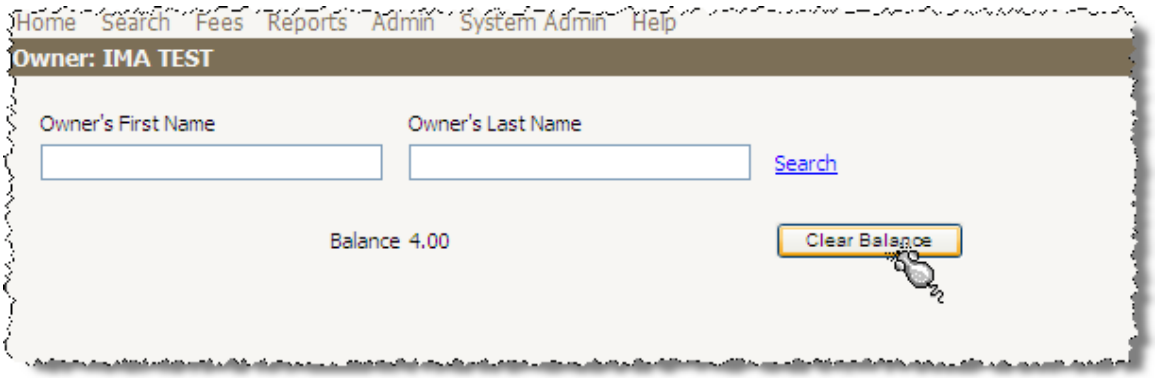
If you have already selected a dog, that dog's date information will be displayed. You can click on the **Return to Dog** button to return to the dog form.

Clear Owner Balance

You can use this option to clear an owner's balance from the system. Enter an owner's first, last or partial name, or simply click on **Search** to see all owner's with a balance. Choose an owner from the grid. Their balance will be displayed, and the owner information will display on the information bar. Click on the **Clear Balance** button to delete their existing balance.







Clear Old Charges (Future Option)

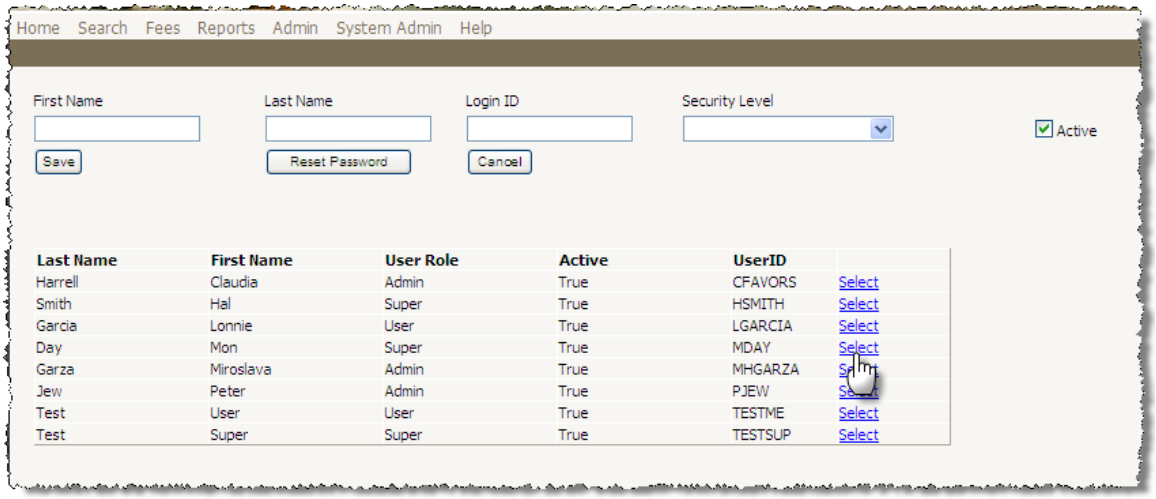
Use this option to clear old charges from the system. The date range you enter will be used to select the open charges. You will be presented with a list to validate before continuing. Click on the **Clear Fees** button to clear the open fees and set the dogs to inactive.

System Admin

This option is for System Administrator use only. The System Administrator and can add or edit users the system.

Add/Edit Users

To add a new user simply enter the information and click on the **Save** button. You can reset a user's password by selecting them from the grid below and clicking on the **Reset Password** button.


Home Search Fees Reports Admin System Admin Help
First Name
Last Name
Login ID
Security Level
Active
Save
Reset Password
Cancel
Last Name First Name User Role Active UserID
Harrell Claudia Admin True CFAVORS Select
Smith Hal Super True HSMITH Select
Garcia Lonnie User True LGARCIA Select
Day Mon Super True MDAY Select
Garza Miroslava Admin True MHGARZA Select
Jew Peter Admin True PJEW Select
Test User User True TESTME Select
Test Super Super True TESTSUP Select

Vet Organizations (Future Option)

This option will allow you to add veterinarian organizations to the system. These will then be available for selecting when you enter vaccinations.